California Department of Corrections and Rehabilitation (CDCR)
Enterprise Information Services (EIS)
Duty Statement

Section:	Strategic Offender Management Systems
Position Number:	065-625-1387-006
Classification:	Data Processing Manager IV
Date:	May 2016

Supervision: Under the general direction of the Deputy Director, Enterprise Applications and Maintenance Support, the incumbent will serve as the Business and Policy Integration Data Processing Manager IV (DPM IV) for the Strategic Offender Management System (SOMS) Program which is a highly complex CDCR information technology (IT) program. The SOMS program scope encompasses all the CDCR business areas supporting offender, parole management and programs supporting thousands of state and local law enforcement personnel, providing data essential to offender and public safety. The Business and Policy Integration DPM IV manages strategies, plans, projects, SOMS budget, and is responsible or contract and vendor oversight.

The DPM IV is expected to possess the technical expertise and knowledge base necessary for the appropriate management of the SOMS Program. The DPM IV oversees the "Critical Operations Requirement Experts Team (CORE)", "Case Records Team", and other integral SOMS staff and contractors totaling over 180 staff resources. The DPM IV will provide administrative direction to specific SOMS managerial and supervisory program staff; and is a project manager to one or more complex IT projects/programs; as well as supervise project leads that are responsible for the designing, configuring, and developing the most technically advanced business solution/IT projects/programs.

The incumbent in this position will serve as a senior level manager and has full management responsibility of the SOMS Program. The DPM IV serves as primary reviewer and quality control manager for all SOMS business program impact and contract management functions. Hence, the DPM IV should have a global understanding of CDCR's business and administrative policies, regulations, and rules.

Knowledge: This is an executive level position requiring extensive knowledge of data processing concepts, practices, methods and principles, particularly for IT acquisition practices. In addition, the incumbent must have substantial knowledge of all phases of the Systems Development Life Cycle as implemented within the State IT projects and EIS and knowledge of project management industry: trends, best practices, and standards. The incumbent applies this knowledge to IT projects and programs, and initiatives and imparts this knowledge to project managers and team members. The incumbent is expected to possess advanced knowledge of the Department's mission and business functions in order to take into account the larger business perspective. The incumbent must have an in depth understanding of the State budgeting process, legislative and administrative procedures, contract management, procurement documents and procedures, licensing issues, and the roles and responsibilities of oversight and regulatory agencies such as the Department of Technology, Department of General Services, Bureau of State Audits, and the Department of Finance. The incumbent is an advisor in applying this knowledge to secure resources, expertise and approvals for large scale technology solutions.

Guidelines: The incumbent has extensive decision-making authority. As the Program manager, the incumbent is responsible for the most critical and complex projects where the consequences of errors in decision making or giving advice may have a serious and/or long lasting effect on the operating efficiency of the department's business enterprises.

Complexity: The incumbent assists in formulating policy, direction, and strategic planning for the technologies to be used to meet the mission critical, statewide programs and ensure effective and efficient operations for technology services of CDCR and make policy recommendations to executive management on sensitive or complex issues as it relates to IT programs and budgets; works with control agencies to comply with state administrative requirements; and conducts

presentations or briefings on aspects of the project(s) to CDCR's executive management and may testify before committees, control agencies, review boards, and/or the legislature.

Personal Contact: The DPM IV has regular contact with:

- Adult Institutions and Juvenile Justice Facilities — Warden, Chief Deputy Warden, Associate Warden, Business Manager, Superintendent, Executive Superintendent, Assistant Superintendent, and Business Operations.
- Headquarters — Division of Adult Institutions, Division of Juvenile Justice, Division of Adult Parole Operations, Division of Addition and Recovery Services, Division of Community Partnership, Division of Education Vocations and Offender Programs, Board of Prison Hearings, Office of Court Compliance, Accounting Management Branch, Budget Management Branch, Business Management Branch, Office of Facilities Planning, Construction & Management, Office of Contract Management, Enterprise Information Services Division, Office of Personnel Services, Office of Labor Relations, Office of Civil Rights, Office of Risk Management and Policy and Evaluation Division Office of Internal Affairs, Office of Research, Office of Correctional Safety, Office of Victim and Survivor Rights and Services.
- California Correctional Health Care Services – Chief of Information Technology, Deputy Director of Administrative Support Services and the Receiver.
- Control Agencies — Department of Technology, Department of Finance, Department of General Services and Legislative Analyst Office.
- Oversight and Auditing entities — Office of Inspector General, State Controller's Office, Department of Finance, Bureau of State Audits, Legislative Analyst Office and CDCR Office of Audits and Compliance.

The duties of the DPM IV include, but are not limited to:

40%	

- Responsible for day-to-day contract management of the SOMS System Integrator, sub-program managers, and program support consulting services contractors.
- Responsible for identifying and implementing SOMS Business and Project Architectures, business process reengineering, business process change, management processes, and procedures; and for ensuring that CDCR IT resources, project and portfolio management practices related to the IT projects/programs are aligned with various state control agency requirements for ensuring compliance with the required practices and for training departmental staff on the appropriate application of the practices.
- Coordinates with the Federal Health Care Receiver's project managers to ensure SOMS alignment of timelines and deliverables for Receiver dependent projects.
- Responsible for the most complex IT project management activities, actively managing and overseeing all four functional areas (Application Development/Maintenance, Production/Operations, Technical Support, and Data Processing Administration) during the entire life cycle, ongoing maintenance and operations, as well as the implementation of future modules.
- Responsible for leading project integration, scope, time, cost, quality, human resources planning, communications, risk, and contract/procurement oversight.
- Monitors the progress of all SOMS IT contract and acquisition requests and escalates to CDCR executive management as appropriate.
- Responsible for directing the activities of the SOMS CDCR technical team, including contract staff, supporting the SOMS project plans and activities including implementation of enterprise architecture, infrastructure, software changes, legacy and new interfaces, software development, all testing phases, pre-production support, systems operations, production deployment and problem escalation process and support; and technical support for data

analysis, cleansing and conversion, documentation, and custom report development required for the retirement of the CDCR legacy applications by the SOMS Program.

- Direct the development of comprehensive work plans; coordinates work products/deliverables and ensures their timely completion in support of the SOMS Program; coordinates with the Deputy Director, Enterprise Applications and Maintenance Support, EIS and other CDCR staff managers on the implementation of CDCR projects and maintenance and support initiatives impacting the SOMS Program.
- Ensure hardware, software, and network architectures introduced by SOMS Program provide flexibility, integration, economies of scale, open systems portability and interoperability, supportability, and information sharing.

25%	

- Provide Independent Quality Control and Quality Assurance Review of CDCR SOMS technical deliverables from the contractors, Procurement documents, including Purchase Orders for acquisition of hardware and software, contracts for services, and service level agreements; manages all aspects of the SOMS IT contract services for data conversion, pre-production system and systems operations and deployment deliverables.
- Ensure cohesive and timely project implementation and continually evaluate processes for policy and procedural development and/or revisions.
- Ensures that state staff has the training and ability to support day-to-day systems operations.
- Responsible for leading a large and complex IT program, applying industry standards, principles, methods, techniques, using planning, monitoring, and controlling principle tools to deliver an IT product, service, and/or system.
- Responsible for ensuring that all needed staff whether state or contract personnel are on the project when needed and released when not needed to either return to their permanent positions or leave the employ of the State.

25%	

- Assign and define responsibilities, and ensures staff accountability; identifies and delegates work to be performed to optimize resources and skill sets; creates and maintains a working environment that encourages mutual cooperation be users, SOMS stakeholders and staff.
- Recruit and interview for SOMS technical staff. Direct the development and execution of training program required to support and implement the SOMS application and technical platform and supporting processes. Plan, schedule and prioritize workload to ensure alignment with SOMS project timelines.
- Responsible for the SOMS allocation and its distribution, the budget baseline, monitoring, tracking, and reporting on the state of the allocation and reporting that status to the Department of Finance

10%	

- Develop an effective organizational approach to information technology, which encompasses education and training, policies and procedures, prioritization and decision-making, performance measurements, process re-engineering and data modeling, system support, and skills development.
- Coordinates and facilitates the preparation of SOMS documents, including functional requirements, business process changes, policies, and procedures.
- Formulate policy, direction, and strategic planning for the technologies required for the SOMS Program, and other CDCR mission critical, statewide programs.
- Responsible for enforcing the department's IT and Enterprise Architecture standards along with achieving compliance with IT and program policies of the Office of the State Chief Information Officer.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____